

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PUBLIC HEALTH CONSULTANT

JOB DESCRIPTION

Employees in this job function as professional consultants to state and local public health officials and other health provider officials in the review, analysis, and development of programs and services in such areas as women's and reproductive health care, eye health and visual efficiency, maternal and infant health, child and adolescent health, substance abuse, chronic disease detection/treatment/prevention, health screening, health education, and primary care.

There are five classifications in this job.

Position Code Title – Public Health Consultant-E

Public Health Consultant 9

This is the entry level. As a trainee, the employee carries out a range of professional public health consultant assignments while learning the methods of the work.

Public Health Consultant 10

This is the intermediate level. The employee performs an expanding range of professional public health consultant assignments in a developing capacity while learning the methods of the work.

Public Health Consultant P11

This is the experienced level. The employee performs a full range of professional public health consultant assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Public Health Consultant -A

Public Health Consultant 12

This is the first advanced level. The employee may function as a lead or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

Position Code Title – Public Health Consultant-2A

Public Health Consultant 13

This is the second advanced level. The employee serves as a statewide consultant with responsibility for a highly complex major public health program initiative(s). The

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employee performs the full range of advanced professional public health consultative activities utilizing the laws, regulations, rules, policies, and procedures of a complex major public health program initiative(s) in an area identified by the agency and accepted by Civil Service as highly complex in nature.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Plans, implements, and evaluates health care programs in conjunction with local public health agencies and other provider agencies.

Develops criteria for and conducts on-site reviews of local health programs to collect and analyze information necessary to evaluate local public health programs.

Consults with and provides technical assistance to state and local program administrators, legislators, the media, and other interested parties regarding public health program issues.

Develops and interprets rules, policies, and procedures related to health programs and services for implementation by local health care agencies.

Establishes contacts and meets with public and private organizations to assist in designing health care programs and procedures.

Develops criteria for the evaluation of state and local health program services, and conducts evaluations in cooperation with program staff.

Designs and implements health education and training programs for state and local health agencies and personnel.

Develops educational materials, newsletters, reports, and other documents to enhance public awareness regarding health programs.

Prepares requests for proposals, program agreements, and related materials for soliciting and establishing state supported health programs at the local level.

Maintains records and prepares reports and correspondence related to the work.

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May perform related essential functions appropriate to the class and other nonessential functions as required.

Additional Job Duties

Public Health Consultant 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Public Health Consultant 12 (Senior Worker)

Performs on a regular basis professional public health consulting assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

Public Health Consultant 13 (Specialist)

Performs on a regular basis professional, specialized, public health consulting assignments in support of a highly complex statewide public health program initiative(s).

Develops, implements, and evaluates highly complex statewide major public health program initiatives including the setting of objectives, planning methods to achieve them, and working with other health professionals at the state and local levels in the accomplishment of objectives.

Develops education programs for central staff and provides training assistance to local health program staff.

Develops program initiative budgets and identifies and utilizes proper funding resources at the local, state, federal, and private levels for the operation of the program(s).

Develops policies and procedures and assesses the priorities of needs for the program(s).

Serves as the department's expert for the assigned highly complex major public health program initiative(s).

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the second advanced level.

Knowledge of local public health delivery systems, their mission and authority, and of the programs administered by local public health agencies.

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Knowledge of the relationship of state and local health departments to voluntary health and other community health agencies.

Knowledge of the public health sciences.

Knowledge of community organization as related to public health programs and providers.

Knowledge of the methods used to plan, develop, implement, and evaluate public health programs.

Knowledge of the techniques of dealing with individuals and groups.

Ability to recognize, analyze, and recommend solutions to health system needs and problems.

Ability to participate in planning health programs and developing policies and procedures.

Ability to utilize knowledge of public health programs to prepare promotional and educational literature, organize promotional events, and assist in the conduct of promotional and educational programs.

Ability to coordinate state and local health program activities.

Ability to train local health care personnel to implement health care programs.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Public Health Consultant 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Public Health Consultant 12 (Senior Worker)

Performs on a regular basis professional nutrition/food management consultant assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

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Knowledge of a public health program initiative(s) that has been identified by the agency and accepted by Civil Service as highly complex in nature.

Working Conditions

Some employees may be required to travel.

Physical Requirements

None.

Education

Possession of a master's degree in public health or a public health related field such as nursing, epidemiology, health education, dietetics/nutrition management, genetics, or speech and audiology; a master's degree in public administration with a health care administration concentration; a master's degree in social work with concentration in community organizations/settings; master's degree in counseling with concentration in community agencies, or masters degree in special education with specialization in blind/visually disabilities.

Experience

Public Health Consultant 9

No specific amount or type is required.

Public Health Consultant 10

One year of professional post-master's experience as a consultant in a field of public health.

Public Health Consultant P11

Two years of professional post-master's experience as a consultant in a field of public health, equivalent to a Public Health Consultant in state service, including one year equivalent to an intermediate-level Public Health Consultant.

Public Health Consultant 12

Three years of professional post-master's experience as a consultant in a field of public health, including one year of experience equivalent to a Public Health Consultant P11 in state service.

Public Health Consultant 13

Four years of professional post-master's experience as a consultant in a field of public health, including two years of experience equivalent to the Public Health Consultant P11 or one year of experience equivalent to the Public Health Consultant 12 in state service.

Special Requirements, Licenses, and Certifications

None.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PUBHLTCST	Public Health Consultant

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Public Health Consultant-E	PBHLCSTE	W-22-014
Public Health Consultant-A	PBHLCSTA	W22-046
Public Health Consultant-A	PBHLCSTA	NERE-145
Public Health Consultant-2A	PBHCST2A	W22-048

ECP Group 2
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